

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**

San Luis Obispo, California 93407

**ACADEMIC SENATE****Academic Senate****Summer Agenda****Tuesday, July 18, 1989**

Note room number -----&gt;

**UU219 3:00-5:00 p.m.****FILE COPY**Member:

Andrews, Charles  
 Borland, James  
 Boynton, William  
 Dobb, Linda  
 Freberg, Laura  
 Gooden, Reg  
 Kersten, Timothy  
 Lutrin, Sam (VC)  
 Moustafa, Safwat

Dept:

Acctg  
 ConstMgt  
 Acctg  
 Library  
 Psy/HD  
 PoliSci  
 Economics  
 StLf&Actvs  
 MechEngr

Member:

Murphy, James (C)  
 Murphy, Paul  
 Simmons, James  
 Vilkitis, James  
 Weatherby, Joseph  
 Wilson, Malcolm  
**Copies:** Warren J. Baker  
 Bill Rife  
 Howard West

Dept:

IndTech  
 Math  
 English  
 NRM  
 PoliSci  
 VPAA

*6.6.89 and  
 6.8.89 minutes  
 removed*

- I. Minutes: Approval of the June 6 and June 8, 1989 Senate minutes; June 6 and June 8, 1989 Executive Committee minutes (pp. 2-9).
- II. Communication(s) and Announcement(s):  
 Resolutions approved by President Baker:
 

AS-323-89/AM	Resolution on Name Change for the Agricultural Mgt Dept
AS-322-89	Resolution on Proposal to Establish the CIM Center
AS-321-89/IC	Resolution on Accreditation Guidelines
AS-320-89/IC	Resolution on Academic Calendars
AS-319-89/IC	Resolution on Foreign Language Exit Requirement
- III. Reports:
  - A. President
  - B. Academic Affairs
  - C. Statewide Senators
- IV. Consent Agenda:  
 Resolution on State Faculty Support Grants-Moustafa, Chair of the Research Committee (pp. 10-24).
- V. Business Item(s):
  - A. Election of Academic Senate Secretary for 1989-1990 (nomination received for James Vilkitis, SAGR).
  - B. Approval of the 1989-1990 AY Calendar (pp. 25).
  - C. Approval of the caucus appointments to Academic Senate committees for 1989-1991 (pp. 26-27).
  - D. Selection of nominees to university-wide committees (pp. 28-52).
  - E. Resolution on Use of Indirect Costs for ARDFA Development-Moustafa, Chair of the Research Committee, First Reading (to be distributed).
- VI. Discussion Item(s):  
 Second summer meeting of the Academic Senate in August, 1989.
- VII. Adjournment: time certain 4:55pm

Adopted: \_\_\_\_\_

ACADEMIC SENATE  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California

**Background Statement:**

In 1988-89, the State Faculty Support Grant (SFSG) program was funded for the first time. In August of 1988, the Executive Committee of the Academic Senate approved provisional guidelines for the first grant cycle.

The Academic Senate revised its bylaws so that the Research Committee could be elected and be eligible to review SFSG proposals in the next cycle. The Senate also asked the Committee to review and revise the guidelines as appropriate, and to report on these changes.

The Research Committee has reviewed the guidelines and revised them to bring them into compliance with Chancellor's Office regulations promulgated after the interim guidelines were approved. Other than these changes, no substantive changes have been made.

AS-\_\_\_\_-89/\_\_\_\_

RESOLUTION ON

STATE FACULTY SUPPORT GRANTS

Whereas the State Faculty Support Grant guidelines have been revised by the Academic Senate Research Committee; and

Whereas the changes have been minor, intended to bring the interim guidelines into compliance with late instructions from the Chancellor's Office; and

Whereas the interim guidelines adopted last year by the Executive Committee of the Academic Senate functioned well to assure the responsible distribution of State funds for research, scholarship, and creative activity, be it therefore

Resolved: that the Executive Committee of the Academic Senate approves the attached guidelines of the State Faculty Support Grant for distribution to faculty.

Proposed by: Research Committee  
On: June 6, 1989

## PROCEDURES FOR REVIEW OF STATE FACULTY SUPPORT GRANTS

California Polytechnic State University  
San Luis Obispo, California

Preliminary guidelines were drafted by the Academic Senate Research Committee and approved by the Executive Committee of the Academic Senate. After the June 14, 1988, coded memorandum AAP 88-26 clarified that the review process must be developed by an elected committee, the Academic Senate revised its bylaws to make the Academic Senate Research Committee an elected body.

The Academic Senate Research Committee (ASRC) revised the original guidelines (Attachment A). The goals of the program as defined in the criteria laid forth by the Chancellor's Office and the State Legislature guide the determination of proposals recommended for award. No set proportions are used for numbers of awards for minigrants, summer fellowships, or quarter leaves. There are no set percentages or minimum awards for each school.

Guidelines will be issued to faculty in the Spring Quarter. Faculty will submit proposals by *Monday, October 2, 1989* to the Graduate Studies, Research, and Faculty Development Office via the department chair and the school dean.

Each proposal will be reviewed first by two peer reviewers. These peer reviewers will be selected by the school/library representative on the ASRC. Copies of proposals will be sent to peer reviewers by *Monday, October 9* with evaluation instructions (Attachment B: memo of instructions and evaluation form).

Peer reviewers evaluate proposals and send evaluation sheets to the Graduate Studies and Research Office by *Monday, October 23*. A log of proposals will be compiled and distributed to the committee with copies of peer reviewer sheets for that school. The committee convenes to discuss the proposals. If possible, one meeting is allotted to discuss the proposals from each school and the library. Schools are scheduled for presentation starting with those having the smallest number of proposals.

Each school/library representative presents a case for each proposal from that school. The representative summarizes the quality of the proposal and additional criteria for each proposal, identifying special characteristics such as lack of access to external grants, affirmative action status, stage of career/non-tenured status, cost-effectiveness of proposal, and relationship to needs of the state. The committee then judges each proposal on overall merit and grant worthiness and makes (1) unconditional recommendation to fund, (2) conditional recommendation to fund, or (3) recommendation to deny.

After all eight sets of proposals have been discussed, the unconditional recommendations are funded. If there are more unconditional recommendations for funding than dollars available, the committee will start with those that received the lowest scores for quality and eliminate according to those having the fewest special characteristics. The committee will identify alternates for awards in case some recipients turn back their awards.

If funds remain after all unconditional recommendations have been awarded, the conditional recommendations are reviewed and ranked paying particular attention to the special criteria as above. Those with the higher number of special characteristics get priority. If funds remain after these proposals are funded, another grant cycle will be initiated in the Winter Quarter, but only for summer fellowship awards.

Recommendations are made to the Vice President for Academic Affairs by *Tuesday, November 21*. Recommendations for reduced awards are negotiated by the Associate Vice President. Award notifications are made by the end of the Fall Quarter.

**1989/90  
STATE FACULTY SUPPORT GRANTS**

**Schedule of Events**

6/15/89	Guidelines distributed.
7/18/89	Adopted by the Academic Senate Executive Committee (as Senate).
9/12/89	Meeting with faculty to discuss guidelines - Fall Conference.
10/2/89	Campus deadline.
10/3/89	Proposals sent to ASRC representatives to select peer reviewers.
10/9/89	Proposals sent to peer reviewers with rating instructions
10/9/89 - 10/23/89	Peer reviewers review proposals.
10/23/89	Peer reviewers send evaluations to Graduate Studies and Research Office.
10/25/89	Log of proposals and peer review evaluations sent to ASRC.
10/27/89 - 11/17/89	Committee discusses proposals.
11/21/89	Recommendation for awards, alternates, denials sent to Vice President for Academic Affairs
12/8/89	Award notices sent out.



**Memorandum****To :** Campus Faculty**Date :** June 15, 1989**File No.:****Copies :** W. J. Baker  
M. W. Wilson  
School Deans  
D. Walch**From :** Robert Lucas, Associate Vice President  
Graduate Studies, Research, and Faculty Development**Subject:** STATE FACULTY SUPPORT GRANTS

Attached are guidelines for the State Faculty Support Grant competition for 1989-90. We are distributing them to you now to allow you as much time as possible to prepare your proposals before the deadline of October 2, 1989. We anticipate that the campus will have \$150,000 again next year to distribute in this program.

A Fall Quarter review cycle is mandatory if we are to allow adequate time for you to spend the funds during the 1989/90 academic year. Funding is sufficient to make up to 40 awards.

If you have questions, please contact me at extension 1508. Further information about this competition will be given during Fall Conference at the Workshop on Professional Development Activities, 3:30 p.m. on Tuesday, September 12, in University Union 207.

## GUIDELINES FOR STATE FACULTY SUPPORT GRANTS 1989/90

The purpose of the State Faculty Support Grant (SFSG) Program is to support research, scholarship, and creative activities that will help faculty remain current in their disciplines and that will contribute to knowledge that will strengthen California socially, culturally, and economically. Faculty defined as members of Unit 3 are eligible to compete for funding. Non-tenured faculty and those in disciplines with few outside resources for research, scholarship, and creative activity are particularly encouraged to apply. Awards will seek to complement and promote the affirmative action and educational equity goals of the CSU system.

Instructional improvement grants *per se* are not allowed. That is, the program is intended to fund traditional research, scholarship, and creative activities. The grant activity must be related to the generation of new knowledge and learning or, in the case of the arts, to experimentation in techniques and in the production of art works. In the proposal you will need to demonstrate how the research, scholarship, or creative activity will improve you as a teacher and benefit the instructional program. For all State Faculty Support Grants, the overriding criteria for support will be how the proposed activity ultimately enhances student learning. **Deadline for proposals is October 2, 1989.**

### Types of Support

The State Faculty Support Grant program supports activities which advance the discipline or field. These activities will use the approaches of a discipline or field to create new and generalizable knowledge, or to develop new art forms or expressions. The program offers three types of support:

- Minigrants of up to \$5,000, to be expended during the 1989/90 academic year. These grants will allow faculty to test promising ideas and obtain preliminary results prior to seeking external support for an activity. Funds may be used to buy adequate computer time, to pay undergraduate and graduate students as research assistants, to purchase secretarial assistance for typing manuscripts and proposals, or for other similar purposes. Minigrants may not be used to buy equipment (i.e., items that cost more than \$500 and that last more than four years), or to buy assigned time.
- One month (or in unusual circumstances, two month) summer faculty fellowships in the summer of 1990 to provide support to inaugurate, continue, or complete a project of creative scholarship or research. Summer fellowships must begin after the end of the Spring Quarter and before June 30, 1990. While you are holding the Summer Fellowship, you will not be eligible for other additional employment through the CSU or its auxiliaries. (Summer fellowships are taxable income.)
- A quarter leave at full pay in Winter or Spring Quarter, 1990, to develop or complete an appropriate activity related to one's academic discipline. Those accepting a quarter's leave will be required to teach the next two quarters in normal rotation immediately following completion of the leave. These guidelines supersede policies stated in CAM 386.6. Assigned time of less than a full quarter's leave is not an option in the SFSG competition.

You may write a proposal for a single activity that requests support from two different grant categories. For example, you can request a quarter leave, with a minigrant to supply you with materials and supplies. Please note, however, that such a request may become expensive. The review committee will consider cost as an element in its prioritizing of proposals. Also note that it may be difficult logistically to complement a summer fellowship that runs through the middle of August, 1990 with a minigrant that must be expended fully by June 30, 1990.

## **Criteria**

Proposals will be evaluated on the following criteria:

**SIGNIFICANCE:** (Including the importance of the topic; role in advancing the field or discipline; need for or anticipated benefit from the creative activity; contribution of the creative activity in fostering excellence, vitality, and diversity in the arts; impact on student learning; relationship to strengthening the curriculum; contribution to knowledge that will strengthen California socially, culturally, and economically; and relationship to the affirmative action goals of the university.) **MAXIMUM SCORE - 5 POINTS**

**METHODOLOGY:** (Including completeness and precision in detailing such facets as compatibility with stated objectives; overall design or organization; knowledge of related work or implementation of newest findings, time schedule, cost effectiveness of budget. For creative activities, criteria include adequacy of plan for commitment of imagination, thought, and expression in an articulated direction; demonstrated ability to sustain creativity as evidenced by previous work.) **MAXIMUM SCORE - 7 POINTS**

**QUALIFICATIONS OF PRINCIPAL INVESTIGATOR AND ADEQUACY OF FACILITIES:** (Including consideration of how well prepared the principal investigator/scholar is to pursue the goals of the grant; considers qualifications, promise, and stage of career development of the principal investigator; the availability of facilities, equipment, or other resources necessary to meet the objectives of the grant. For creative activities, criteria include adequacy of the material conditions necessary to facilitate the creation, production, presentation, or exhibition of innovative and diverse work.) **MAXIMUM SCORE - 5 POINTS**

**POTENTIAL:** (Including consideration of the project's potential for new contributions, or promise of leading to external funding.)  
**MAXIMUM SCORE - 3 POINTS**

## **Proposal Contents**

Each proposal should include a detailed narrative describing the work, a time line for completion of the project, and a statement about how the resources requested are necessary to complete the project. **With the exception of summer fellowships, all funds and salary support must be utilized by June 30, 1990.** Proposals should cover the following topics in order, as appropriate to field or discipline:

1. A description of the project's goals and objectives in non-technical language.
2. A discussion of significance of the project. You should answer the following questions as they are appropriate to your proposed activity.
  - a. What is the importance of the problem or need for the creative activity?
  - b. How does it your relate to teaching assignment? specific courses? new courses?
  - c. How does what you propose enhance student learning?
  - d. What role, if any, will the project play in supporting the university's affirmative action goals?
  - e. If project is a creative activity, how will it foster excellence in, or increase appreciation of, the arts?

3. A detailed plan of work, including methodology, tasks, and time schedule.
  - a. What previous work gives evidence of this project's feasibility?
  - b. How is the design related to objectives?
  - c. What are the tasks? time schedule?
  - d. What facilities or material conditions are needed? are they available?
  - e. What help is needed? What undergraduate and/or graduate student assistance is needed?
4. A description of how research findings will be used, whether for publication in refereed journals, for presentation in artistic exhibitions, for development of curricular materials, or for other purposes.
5. For minigrants, a budget in which line items are clearly related to the activity of the grant. The budget should follow the format below, listing only the applicable categories. Include an explanation for all categories of support requesting more than \$500.

	<u>Amount</u>
Personnel	
Temporary Help	\$ _____
Student Assistant	_____
Graduate Assistant	_____
TOTAL PERSONNEL SERVICES	_____
Operating Expense and Equipment	
Supplies and Services	_____
On-Campus Duplicating	_____
Off-Campus Printing	_____
Travel (In-State)	_____
Travel (Out-of-State)	_____
Other	_____
TOTAL OPERATING EXPENSE	_____
GRAND TOTAL	\$ _____

Minigrants must be expended before the end of the fiscal year. Normal state deadline for purchase orders, paying student assistants, and so on, will require that some expenditures be encumbered well before the end of the fiscal year. Ask your department head/chair to help you plan your grant expenditures.

For a summer fellowship, the amount for a one-month award will be the same as the salary payment for the last month (June) of the current academic year. The budget line item for quarter leave salary is calculated at the replacement level; the figure of \$12,850 should be used in all cases. Faculty members who receive quarter leaves, however, will receive their normal salary for the quarter.

If you have submitted or will be submitting this proposal to any other source, internal or external, for full or partial funding, please explain the circumstances fully here.



#### APPENDIX A:

A brief biography, including a personal bibliography, listing universities attended, years, degrees, major field, pertinent work, related research, creative activity, or scholarship. A vita or resume must be attached.

#### APPENDIX B:

List and explanation of the assigned time, sabbaticals, grants, both internal and external, and other monetary awards you have received in the past five years for research, scholarship, and creative activities. You should discuss the availability of grants in your field, specifically in relation to this project. Is outside funding possible at this stage? Later? You may wish to include information about other grant writing efforts you have made or plan to make in relation to your current proposal. If you received a grant for this activity already, how does this proposal differ from it and relate to that grant?

The above narrative and two appendices should be stapled to the cover page, abstract, and significance forms to complete your proposal. The proposal, with original signatures and nine copies of all materials, is due in the Graduate Studies, Research, and Faculty Development Office (Administration 317) by 5:00 p.m. on Monday October 2. If you have questions, please call extension 1508.

#### Review of Proposals

All proposals will be reviewed first by two peer reviewers and then by the Academic Senate Research Committee. Announcements of awards will be made by the end of the Fall Quarter. Minigrants will be effective immediately upon award. Quarter leaves will begin at the start of the leave period. Summer fellowships must begin after the end of the Spring Quarter and before July 31, 1990.

#### Reporting Requirements

Following termination of the grant, a final report with an extended (one to two page) abstract must be filed with the Office of the Associate Vice President for Graduate Studies, Research, and Faculty Development. This report will describe the impact of the results. The extended abstracts will be published in a collection to share the results of the projects with the academic community and others interested in the impact of the State Faculty Support Grant program.

#### Proposal Checklist:

- ☐ Cover page with signatures (Form SFSG1)
- ☐ Abstract (Form SFSG2)
- ☐ Significance and Impact Summary (Form SFSG3)
- ☐ Narrative
- ☐ Appendix A (Resume)
- ☐ Appendix B (Other grants)

<sup>18</sup>  
STATE FACULTY SUPPORT GRANT PROPOSAL

1989/90  
COVER PAGE

Office Use Only:

r ☐ s ☐ ca ☐

*Submit an original and nine copies to:*

*Graduate Studies, Research, and Faculty Development  
Office, Administration 317, Ext. 1508*

*Deadline: October 2, 1989*

**Title of Proposal:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Rank (as of September, 1989):** \_\_\_\_\_ **Step (Scale 1-20):** \_\_\_\_\_

**Tenured** \_\_\_\_\_ **Tenure Track** \_\_\_\_\_ **Non-tenure Track** \_\_\_\_\_

*I have taught at the college level \_\_\_\_\_ years as a tenure track faculty member.*

**Support and Amount requested:**

☐ Minigrant \$ \_\_\_\_\_ Project Duration: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

☐ '90 Summer Fellowship ☐ One Month ☐ Two Month \$ \_\_\_\_\_

☐ Quarter Leave \$ \_\_\_\_\_ Wtr or Spr Quarter, 1990 (circle one)

*I have received \_\_\_\_\_ will apply for \_\_\_\_\_ sabbatical/leave with difference in pay for  
academic year 1988/89 \_\_\_\_\_ 1989/90 \_\_\_\_\_ 1990/91 \_\_\_\_\_.*

\_\_\_\_\_  
*Principal Investigator*

\_\_\_\_\_  
*Date*

**ENDORSED:**

\_\_\_\_\_  
*Department Head/Chair*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dean*

\_\_\_\_\_  
*Date*

STATE FACULTY <sup>1989</sup>SUPPORT GRANT PROPOSAL  
1989/90

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

Support and Amount requested:

☐ Minigrant \$ \_\_\_\_\_ Project Duration: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

☐ '90 Summer Fellowship ☐ One Month ☐ Two Month \$ \_\_\_\_\_

☐ Quarter Leave \$ \_\_\_\_\_ Wtr or Spr Quarter, 1990 (circle one)

**ABSTRACT (250 words - Summarize the project in its entirety, being careful not to simply repeat the introduction and rationale):**

## SIGNIFICANCE AND IMPACT SUMMARY

Project Title \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Results (Examples: Scholarly paper, additional external funding; initiation of long-term scholarly activity; completion of scholarly activity; conference presentation; classroom application, etc.) Please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Importance of this research, scholarship, or creative activity to the academic discipline (Note: If campus application asked a similar question, original question and response may be entered here.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of students directly involved in grant activity paid and unpaid:  
enter number \_\_\_\_\_

List of courses taught or to be taught by award recipient that are related to the research project and that may be expected to benefit by it (show course prefix, number, and title, or if course is not now offered, indicate that it is planned):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Memorandum**

To : Peer Reviewer

Date : October 9, 1989

File No.:

Copies :

From : School Representative  
Academic Senate Research Committee

Subject: STATE FACULTY SUPPORT GRANT PROPOSAL REVIEW

Thank you for agreeing to review State Faculty Support Grant proposals from your school. Attached you will find copies of the proposals for the State Faculty Support Grant Program from members of your school. Also attached are copies of the "Peer Review Evaluation Form" to be used to evaluate each of the enclosed proposals.

**ROLE OF PEER REVIEWERS**

Your role as peer reviewer is to evaluate each enclosed proposal utilizing the criteria listed on the review form, in the context described in this memo. Please fill out an evaluation form for each proposal and return all them to the Graduate Studies and Research Office by Monday, OCTOBER 23rd, 1989. Meeting this deadline is very important because of the minimal time available to the committee to complete the review so that awards can be made by the end of the Fall Quarter.

Your evaluation and comments will be used in the deliberations of the Academic Senate Research Committee (ASRC), but will not be the sole criteria used for recommending proposals to be funded.

Please keep the proposals confidential. Since your evaluation is not used for personnel action, your written responses will be kept confidential. If a proposal is turned down, however, general comments about relative areas of weakness will be made without quotation or attribution. These comments will be drawn from the total review process, including the Academic Senate Research Committee's review, and will be shared with writers primarily so they can improve their proposals for future applications.

**CRITERIA ON WHICH TO EVALUATE PROPOSALS**

1. The "Peer Reviewer's Evaluation Form" itself contains the four criteria for review. Use these criteria as a checklist while reviewing each proposal. Total score possible varies for each criterion; maximum total score for a proposal is 20.
2. The overall purpose of the State Faculty Support Grant Program is to support research, scholarship, and creative activities that will help faculty remain current in their disciplines, pursue new ways to enrich

Peer Reviewer  
October 9, 1989  
Page 2

student learning, and contribute to knowledge that will strengthen California socially, culturally, and economically.

Instruction improvement grants, per se, are not allowed. That is, this program is intended to fund traditional research, scholarship, and creative activities of the University of California type. We are, however, required to demonstrate how such research strengthens our instructional program. Thus, the funded activity must be one relating to the instructional mission of the faculty member.

#### PROCEDURES

Please check one of the boxes near the bottom of the "Peer Reviewer's Evaluation Form" to record your evaluation of the overall quality of each proposal. If you believe a proposal is particularly strong or deficient in any of the four criteria, please note this in the "comments" section. Comments are essential for the Committee's deliberations.

Consider "quality" as an absolute term, but take it in the context of Cal Poly. That is, if you have three proposals to read, the proposals should not be rated in comparison to each other, but in terms of the quality of research you consider worthwhile and accomplishable at Cal Poly. Please do not rate all proposals high as a favor to your department or school. Last year, when some reviewers rated all the proposals they read as excellent, the university-wide review committee disregarded all their evaluations.

If you have any questions, please call me at \_\_\_\_\_ or Bob Lucas at x1508.

encl: Proposals and blank peer reviewer's evaluation forms

PEER REVIEWER'S EVALUATION FORM  
STATE FACULTY SUPPORT PROGRAM 1989/90

Applicant's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

SCORE

SIGNIFICANCE: MAXIMUM SCORE - 5

(Including the importance of the topic; role in advancing the field or discipline; need for or anticipated benefit from the creative activity; contribution of the creative activity in fostering excellence, vitality, and diversity in the arts; impact on student learning; relationship to strengthening the curriculum; contribution to knowledge that will strengthen California socially, culturally, and economically; and relationship to the affirmative action goals of the university.)

\_\_\_\_\_

METHODOLOGY: MAXIMUM SCORE - 7

(Including completeness and precision in detailing such facets as compatibility with stated objectives; overall design or organization; knowledge of related work or implementation of newest findings, time schedule, cost effectiveness of budget. For creative activities, criteria include adequacy of plan for commitment of imagination, thought, and expression in an articulated direction; demonstrated ability to sustain creativity as evidenced by previous work.)

\_\_\_\_\_

QUALIFICATIONS OF PRINCIPAL INVESTIGATOR AND  
ADEQUACY OF FACILITIES: MAXIMUM SCORE - 5

(Including consideration of how well prepared the principal investigator/scholar is to pursue the goals of the grant; considers qualifications, promise, and stage of career development of the principal investigator; the availability of facilities, equipment, or other resources necessary to meet the objectives of the grant. For creative activities, criteria include adequacy of the material conditions necessary to facilitate the creation, production, presentation, or exhibition of innovative and diverse work.)

\_\_\_\_\_

POTENTIAL: MAXIMUM SCORE - 3

(Including consideration of the project's potential for new contributions, or promise of leading to external funding.)

\_\_\_\_\_

Comments:

TOTAL SCORE \_\_\_\_\_

☐ Excellent      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor

Reviewer's Signature \_\_\_\_\_

Date \_\_\_\_\_

# SUMMARY EVALUATION

Title of Proposal: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

## PEER REVIEWERS:

Score

#1 Evaluation: E VG G F P

\_\_\_\_\_

#2 Evaluation: E VG G F P

\_\_\_\_\_

Proposal Quality: Reviewers' Total Score

\_\_\_\_\_

*Maximum score for each category is two plusses (++):*

limited access to grants \_\_\_\_\_ affirmative action \_\_\_\_\_  
stage of career \_\_\_\_\_ cost/benefit ratio \_\_\_\_\_  
needs of state \_\_\_\_\_

Completed by: \_\_\_\_\_  
School/Library Representative

## ACADEMIC SENATE RESEARCH COMMITTEE RECOMMENDATION:

*Comments:*

☐ Unconditional recommendation for grant as requested

☐ Conditional recommendation as follows: \_\_\_\_\_  
\_\_\_\_\_

☐ Not Recommended for funding, reasons as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### **Academic Senate Calendar for 1989-1990**

All Senate and Executive Committee meetings will be held in UU 220 from 3:00 to 5:00pm unless otherwise noted.

July —	Summer Executive Committee
August —	Summer Executive Committee
September 11	Fall Conference: 1:30 Standing Committees Meet (room —) 2:15 Academic Senate General Session (room —)
September 19	Executive Committee
October 3	Senate
October 10	Executive Committee
October 24	Senate
October 31	Executive Committee
November 14	Senate
November 28	Executive Committee

#### **December 4 through January 2, 1990 - Finals' Week and Quarter Break**

January 9	Senate
January 16	Executive Committee
January 30	Senate
February 6	Executive Committee
February 20	Senate
February 27	Executive Committee
March 6	Senate

#### **March 19 through April 1 - Finals' Week and Quarter Break**

April 3	Executive Committee
April 17	Senate
April 24	Executive Committee
May 8	Senate
May 15	Executive Committee
May 22	Senate
May 29	Senate (if needed)

June 5	Executive Committee (NEW COMMITTEE)
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#### **June 11 through June 20 - Finals' Week and Quarter Break**

**Caucus Appointments to Academic Senate  
Committees for 1989-1991**

**School of Agriculture**

Fairness Board

Library

Personnel Policies

Status of Women

Student Affairs

JoAnn Wheatley (Crop Science)

Wes Mueller (Crop Science)

Phil Doub (AgriBusiness)

Kim Hawkins (AgriBusiness)

Brent Hallock (Soil Science)

**School of Architecture/Env Design**

Budget

Constitution & Bylaws

Curriculum

Elections

Fairness Board

Long-Range Planning

Personnel Policies

Student Affairs

Mike Martin (Architecture)

Larry Loh (Architecture)

John Mouton (Construction Mgt)

Mark Clayton (Architecture)

Dave Hatcher (Architectural Engr)

Linda Dalton (City/Reg Planning)

Mark Berrio (Architectural Engr)

Allan Cooper (Architecture)

**School of Business**

Budget

Elections

Fairness Board

GE&B

Instruction

Library

Status of Women

Student Affairs

John Rogers (Business Administration)

Charles Andrews (Accounting)

Ray Haynes (Management)

Lee Burgunder (Business Administration)

Lynn Metcalf (Business Administration)

Rami Shani (Management)

VACANCY

VACANCY

**School of Engineering**

Budget

Constitution & Bylaws

Curriculum

GE&B

Library

Long-Range Planning

Personnel Policies

Bill Horton (EL/EE Engr)

Saeed Niku (Mechanical Engr)

Ramesh Shah (Mechanical Engr)

Jim Harris (EL/EE Engr)

Ali Shaban (EL/EE Engr)

Don White (Industrial Engr)

Faysal Kolkailah (Aero Engr)

**School of Liberal Arts**

Budget

Const&Byls (Fall '89 replacement for Mori)

Curriculum

DTA

Fairness Board (1-yr replacement for Bethel)

GE&B

Library

Gaye Benson (Political Science)

VACANCY

Richard Simon (English)

Jim Simmons (English)

VACANCY

Warren Deley (Social Sciences)

Pat McKim (Social Sciences)

**School of Professional Studies and Education**

Budget

Constitution and Bylaws

DTA

Instruction

Library

Long-Range Planning

Personnel Policies

Ken Palmer (Education)

VACANCY

Phil Ruggles (Graphic Comm)

Pat Acord (PE/RA)

Margaret Glaser (Liberal Studies)

VACANCY

VACANCY

**School of Science and Mathematics**

Budget	Keith Stowe (Physics)
Constitution & Bylaws	Hewitt Wight (Chemistry)
Curriculum	Tina Bailey (Chemistry)
DTA	Euel Kennedy (Mathematics)
Elections	Mike Hanson (Biology)
Fairness Board	Robert Wolf (Mathematics)
Instruction	Ray Terry (Mathematics)
Library	James Delany (Mathematics)
Personnel Policies	Paul Murphy (Mathematics)
Status of Women	VACANCY
Student Affairs	Martin Lang (Mathematics)

**Professional Consultative Services**

Budget	Richard Brumley (Library)
Curriculum	Madeleine Johnson (Library)
Elections	VACANCY
Library	Ilene Rockman (Library)

Of the three nominees to the Distinguished Teaching Awards Committee (Jim Simmons, Phil Ruggles, and Euel Kennedy), two are to be appointed.

June 1989

## Faculty Interest Surveys Submitted for University-wide Committees 1989-1990

(Under each committee heading are comments [per Howard West] regarding the relative importance and activity anticipated for that committee during the 1989-1990 academic year.)

			<u>Priority</u>
<b><u>Academic Planning (1 vacancy, 1989-92 term)</u></b>			
(Will be active.)			
Breitenbach, Jerome	EL/EE	SENG	3 of 3
Deley, Warren	SocSci	SLA	1 of 4
Harris, John	NRM	SAGR	1 of 3
Keesey, Douglas	English	SLA	
LaPorte, Mary	Art&Des	SLA	
Lindvall, John	BusAdm	SBUS	1 of 2
Nahvi, Mahmood	EL/EE	SENG	1 of 3
Reynoso, Wendy Demko	SAS	PCS	1 of 4
Terry, Raymond	Math	SSM	1 of 5
White, Donald	IndEngr	SENG	1 of 3

### **Animal Welfare Committee (1 vacancy, 1989-1992)**

(Only meets when issues come up regarding institutional programs on campus requiring animals.)

Lant, Kathleen	English	SLA
Terry, Raymond	Math	SSM

### **Athletic Advisory Commission (2 vacancies, 1989-91 terms)**

(Will be very active. Will be conducting an overall review re the future of the athletic program. It would be helpful if faculty with a broad perspective were considered.)

Dimmitt, Laura Saenz	FinAid	PCS	1 of 3
Lindvall, John	BusAdm	SBUS	2 of 2
Ortiz, Maria Elena	BioSci	SSM	1 of 3
Piirto, Doug	NRM	SAGR	1 of 2
Snetsinger, John	History	SLA	
Ullerich, Stan	AgMgt	SAGR	

### **Campus Planning (1 vacancy, 1989-91 term)**

(Will be less active during '89-90, then will become more active in next years. Meets about once/quarter.)

Breckenridge, Patti	OH	SAGR	1 of 2
Harris, John	NRM	SAGR	2 of 3
Hawkins, Max	AniSci/Ind	SAGR	
Lang, Martin	Math	SSM	2 of 3
LaPorte, Mary	Art&Des	SLA	5 of 8
McDonald, LuAnn	FinAid	PCS	1 of 4
Sparling, Shirley	BioSci	SSM	
Sutliff, Dale	LandArch	SAED	2 of 2



**Child Care Advisory (1 vacancy, 1989-92 term)**

(Will be active. There are a number of issues related to child care/facilities coming up. Meets about once or twice/month.)

Deley, Warren	SocSci	SLA	4 of 4
LoCascio, James	MechEngr	SENG	1 of 2
Mouton, John	ConstMgt	SAED	2 of 2
Reynoso, Wendy Demko	SAS	PCS	3 of 4
Simmons, James	English	SLA	

**El Corral Bookstore Advisory (1 vacancy, 1989-91 term)**

(As a Foundation committee, it is questioned whether another faculty member is needed on this committee. More student involvement is desired. Meets about once/month.)

Breitenbach, Jerome	EL/EE	SENG	1 of 3
Brumley, Richard	Library	PCS	1 of 2
Carnegie, Edgar	AgEngr	SAGR	1 of 2
Glaser, Margaret	LibStudies	SPSE	
Shaban, Ali	EL/EE	SENG	1 of 3
Whaley, Glenn	Library	PCS	
Zia, Omar	EngrTech	SENG	7 of 7

**Energy Conservation (1 vacancy, 1989-91 term)**

(Probably won't be very active. Meets about once/month or once/quarter.)

Carnegie, Edgar	AgEngr	SAGR	2 of 2
Mascy, Clare	FinAid	PCS	2 of 4
Mehdizadeh, Amrollah	MechEngr	SENG	6 of 7
Shaban, Ali	EL/EE	SENG	2 of 3
Williams, Brian	Library	PCS	1 of 2

**Foundation Food Service Advisory (1 vacancy, 1989-92 term)**

(As a Foundation committee, it is questioned whether another faculty member is needed on this committee. More student involvement is desired. Meets about once/month.)

Johnson, Madeleine	Library	PCS	3 of 3
Saam, Pat	FdSci/Nut	SAGR	
Vance, Robert	FdSci/Nut	SAGR	
Wheatley, JoAnn	CropSci	SAGR	

**Instructionally Related Activities Advisory (1 vacancy, 1989-90 term)**

(Has traditionally been fairly active. Usually meets during Winter and Spring Qtrs.)

LaPorte, Mary	Art&Des	SLA	6 of 8
Strickmeier, Bernard	Math	SSM	
Zia, Omar	EngrTech	SENG	4 of 7

**Public Safety Advisory (1 vacancy, 1989-91 term)**

(Not very active. Meets once a quarter maximum. The two subcommittees, Environmental Health & Safety and Parking & Traffic, do most of the work. It is questioned whether another faculty member is required since there is a representative from every school.)

Jones, Jack	Educ	SPSE	
Kellogg, Bill	AgEduc	SAGR	

**University Union Advisory Board (2 vacancies, 1989-90 terms)**

(Will probably be inactive during the coming year. It is anticipated this committee will be eliminated and replaced with the University Union Executive Committee.)

Gamble, Lynne	Library	PCS	2 of 3
Keller, Earl	Acctg	SBUS	5 of 5

**University Union Executive Committee (1 vacancy, 1989-90 term)**

(Very active.)

Gamble, Lynne	Library	PCS	3 of 3
Mehdizadeh, Amrollah	MechEngr	SENG	5 of 7

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LAST YEAR'S UNIVERSITY-WIDE  
COMMITTEES MEMBERSHIP

ACADEMIC PLANNING COMMITTEE

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY</u> <u>(OR OFFICE HELD)</u>
*Malcolm Wilson	Ex officio	Glenn Irvin	(Vice Pres, Academic Affairs)
W. Mike Martin	1986-89		President
Dan Bertozzi	1987-90		President
Lezlie Labhard	1988-90	Richard Warren	Vice Pres, Academic Affairs
Philip Bailey	1986-89		Vice Pres, Academic Affairs
Lark Carter	1987-90		Vice Pres, Academic Affairs
Richard Zwiefel	1986-89		Vice Pres, Academic Affairs
*David Warfield	1986-89		Chair, Academic Senate
William Forgeng	1987-90		Chair, Academic Senate
Charles Hagen	1988-91	Jim Simmons	Chair, Academic Senate
Greg Johnson	1988-89	Wesley Wells	President, ASI

ANIMAL WELFARE COMMITTEE

<u>NAME</u>	<u>TERM</u>	<u>NOMINATION AUTHORITY</u> <u>OR OFFICE HELD</u>
*William Stansfield	1988-91	Assoc. Vice Pres, Graduate Studies, Research, Faculty Development
Wallace Glidden	1988-91	Dean, School of Agriculture (DVM)
Aryan Roest	1988-90	Dean, Science and Mathematics
Kris Morey	1988-90	Dean, School of Agriculture
*Larry Houlgate	1988-89	Chair, Academic Senate
**Jean Laude	1988-89	Assoc. Vice Pres, Graduate Studies, Research, Faculty Development
Don Van Acker	Ex off. Nonvoting	(Environmental Health & Safety Officer)

ATHLETIC ADVISORY COMMISSION

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY</u> <u>(OR OFFICE HELD)</u>
Frank Lebens	1988-90	Continuing	Vice President, Acad. Affairs
Larry Voss	1987-89		President
Bob Bostrom	1987-89		Dean of Student Affairs
Elizabeth Andrews	1988-90	Stacy Korsgaden	ASI President
Gentry Long	1987-89		ASI President
Andrea Sesto	1987-89		ASI President
Pamela Johnstone	1988-90	Patrick Zuchelli	ASI President
Paul Yang	1988-90	Linda Flintzer	ASI President
Karen Renz	1988-90	Steven Soe	ASI President
John Snetsinger	1988-90	Continuing	Chair, Academic Senate
*Max Hawkins	1987-89		Chair, Academic Senate
*V.L. Holland	1987-89		Chair, Academic Senate
Dwayne Head	1988-89	Continuing	(Head, PE and Rec Admin Dept)
Mike Wenzl	1987-89		(Faculty Athletic Rep.)
Ken Walker	Ex officio, non-voting		(Dir., Intercol. Athletics)
Carl Wallace	Ex officio, non-voting		(Title IX Coordinator)
Marilyn McNeil	Ex officio, non-voting		(Women's Primary Athl. Admin)

CAMPUS PLANNING COMMITTEE

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY</u> <u>(OR OFFICE HELD)</u>
Warren J. Baker, Chair	Ex officio		Trustees (President)
Malcolm Wilson, Vice Chair	Ex officio		(Vice Pres, Acad Affairs)
James Strom	Ex officio		(Vice Pres, Univ Relations)
Hazel Scott	Ex officio	Lorraine Howard	(Dean of Student Affairs)
Lark Carter	1988-90	Continuing	Dean, School of Agriculture
James Landreth	Ex officio		(Vice Pres, Business Affairs)
Robert S. Grant	Ex officio		Trustees (Consult Architect)
Doug Gerard	Ex officio		(Executive Dean)
Margaret Miller	Ex officio	Susan Aldrich	Trustees (Facility Planner)
x P. Breckenridge	1987-89		Chair, Academic Senate
Ed Naretto	1987-89		President (Staff Rep.)
*	1988-89	Steve Kundich	(Chair, Student Planning Comm)
Michael Multari	1987-89		(Director, Community Dev, SLO)
W. Mike Martin	1987-89		Dean, School of Architecture
Shirley Sparling	1988-89	Continuing	(Chair, Landscape Advis Comm)

CHILD CARE ADVISORY COMMITTEE

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY</u> <u>(OR OFFICE HELD)</u>
Vicki Stover	1987-90		Vice Pres, Business Affairs
*Shel Burrell	1987-90	Willi Coleman	Dean of Student Affairs
Marilyn York	1987-90		Vice Pres, Academic Affairs
x Polly Harrigan	1987-89		Chair, Academic Senate
Evelyn Ruehr	1987-89		Children's Center Bd of Dir.
Hilda Zacarias	1987-89	April Lilly	Child. Cntr Parents' Adv Comm
Ellen Sanders	1987-89		ASI Pres (ASI Finance Comm)
Mary Farrell	1988-89	Jacob Wiersma	ASI Pres (student at large)
Roger Conway	1987-89		ASI Business Manager
Liz Regan	Ex officio, non-voting		Children's Center Director
Bette Tryon	Ex officio, non-voting		(Psych/Human Dev. Dept rep)

EL CORRAL BOOKSTORE ADVISORY COMMITTEE

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY</u> <u>(OR OFFICE HELD)</u>
*Court Warren	Ex officio		(El Corral Bookstore Mgr)
Carol Clifford	Ex officio		Vicki Stover (VP, Bus. Aff)
Barbara Mori	1988-90	Sandy Miller	Chair, Academic Senate
x Donald Floyd	1987-89		Chair, Academic Senate
**W. Carl Wallace	1987-89	Stephan Lamb	President (Staff Rep)
Tina Ramos	1987-89		President, ASI
**Teresa Huffman	1987-89	Karen McCormick	President, ASI
Julie Skol	1988-90	Teresa Huffman	President, ASI
Cyndi Crother	1988-90	Chris Lowe	President, ASI



ENERGY CONSERVATION COMMITTEE

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY</u> <u>(OR OFFICE HELD)</u>
Ed Naretto, Chair	Ex officio		(Director, Plant Op)
x Safwat Moustafa	1987-89		Chair, Academic Senate
David Lord	1988-90	William E. Clark	Chair, Academic Senate
Robert Lucas	1987-89		Vice Pres, Acad Aff
Betty Kroeze	1988-90	Polly Harrigan	Dean of Student Affairs
Joe Rissér	1987-89		Dean of Student Affairs
John Stipicevich	1988-90	Continuing	Dean of Student Affairs
Ray Macias	1987-89		Vice Pres, Business Affairs
Dale Lackore	1988-90	Continuing	Exec. Director, Foundation
Patricia Caldwell	1988-89	Wade Menezes	ASI President
Donna Windle	1988-89	Helen Chao	ASI President
Catherine Brady	1988-89	Elizabeth Ryan	ASI President

FOUNDATION FOOD SERVICE ADVISORY COMMITTEE

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY</u> <u>(OR OFFICE HELD)</u>
*Nancy Williams	Ex officio		(Food Service Director)
Joan Cirone	1988-90	Continuing	Director, Health Services
David Olson	1987-89		Vice Pres, Business Affairs
x Patricia Saam	1987-89		Chair, Academic Senate
Ken Barclay	1987-89		President
Greg Sousa	1987-89	Laura Blay	ASI President
Tom Cook	1988-90	Mark Zetter	ASI President
Justin E. Smith	1988-89	Denise Connole	Chairperson, Interhall Council
Dana Wong	1988-89	Dave Winter	Chairperson, Interhall Council
Carole Hansen	1988-90	Collette Cardinet	Dean of Student Affairs

IRA ADVISORY COMMITTEE

<u>NAME</u>	<u>TITLE</u>
*Sean Tuite	ASI President or Designee
Ken Crother	Student-at-Large
Craig Maier	Student-at-Large
George Borba	Student-at-Large
Frank Lebens	Designee, Vice President, Academic Affairs
Carl Wallace	Designee, Dean of Student Affairs
Jim Landreth	Vice President for Business Affairs
Bernard Strickmeier	Academic Senate Rep.

PUBLIC SAFETY ADVISORY COMMITTEE

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY (OR OFFICE HELD)</u>
Jim Landreth*	Ex officio		(Vice Pres, Business Affairs)
Douglas Gerard	Ex officio		(Executive Dean)
Andy Anderson	1987-89		Dean, Engineering
Richard Brug	Ex officio		(Director of Public Safety)
Willard Whitmer	Ex officio		(Asst. Dir., Police & Parking)
John Paulsen	Ex officio		(Asst. Dir., Fire Section)
Edward Naretto	Ex officio		(Director, Plant Operations)
Don Van Acker	Ex officio		(Asst Dir, Env Health & Safety)
Thomas Schell	Ex officio		(Asst Dir, Radiation Safety)
x Manzar Farooqar**	1987-89	M. Zahir Khan	Chairman, Academic Senate
Bill Kellogg	1988-90	Michael Wollman	Chairman, Academic Senate
Harriet Clendenen	1987-89		President
George Borba	1988-90	Robert Piering	President, ASI
John Sakamoto	1987-89	Gregory Sousa	President, ASI
Rita Rich	1988-90	Continuing	CSEA (Unit 2)
Clarence Gray	1988-90	Continuing	CSEA (Unit 5)
Kathy Kimball**	1988-89	Shirley Lewis	CSEA (Unit 7)
Edwin Shull	1988-89	Continuing	CSEA (Unit 9)
Walt Lambert	1988-90	Barbara Andre	Dean of Student Affairs
Pat Martin	1988-90	Continuing	Exec Dir, Cal Poly Foundation
Gary Ketcham**	1987-89	Richard Birkett	Vice Pres, Academic Affairs
Celina Penalba	1987-89		CFA President

UNIVERSITY UNION ADVISORY BOARD

<u>NAME</u>	<u>TERM</u>	<u>REPLACING</u>	<u>NOMINATING AUTHORITY (OR OFFICE HELD)</u>
Tom Lebens	1988-89	George Borba	ASI President
Greg Brann	1988-89	Tom Hobby	Chair, UEC
Jim Tuttle	1988-90	Sam Chuck	School/Agriculture Council
Donald Hofer	1988-90	Bruce Danzinger	School/Arch & Env Des Cncl
Brian Adams	1988-90	Sam Worley	School/Business Council
*Kyle Shepard	1988-89	Continuing	School/Engineering Council
Diana Surber	1988-90	Alison Skratt	School/Liberal Arts Cnl
**Scott Simms	1988-89	Continuing	School/P. Studies & Ed Cnl
Monica Bigoni	1988-90	Mark Wall	School/Science & Math Cncl
Anthony Flores	Ex officio	James Landreth	(Vice Pres, Business Aff)
Robert Negranti	1988-89	Nancy Jorgensen	Staff representative
Willi Coleman	1988-89	Betty Kroeze	Student Affairs Rep.
x Dwayne Head	1988-89	Harry Antkiewicz	Chair, Academic Senate
*Stan Ullerich	1988-89	Sam Lutrin	Chair, Academic Senate
Emmons Blake	1988-89	Continuing	Alumni representative
+Roger Conway	Ex officio		(Executive Dir, ASI/UU)
+Hazel Scott	Ex officio	Lorraine Howard	President's representative
+Lloyd J. Lamouria	1988-89	Continuing	Foundation representative
+Felice Marocco	Ex officio	Anthony Celebrini	UEC Controller
+Rod Neubert	1988-89		Advisor, Exec Dir, ASI
+Joan Henry	1988-89		Secretary, Exec Dir, ASI

## 2. Academic Planning Committee

### a. Functions

The Academic Planning Committee is advisory to and reports to the Vice President for Academic Affairs. The committee is charged with the development of a comprehensive planning process for the ongoing assessment of both internal and external factors which influence the University. It is to provide advice and recommendations regarding the goals of the University and the most effective and orderly ways in which to achieve those goals. Specifically, the committee should strive to recommend any needed clarification and articulation of the philosophy of the University and its educational purposes; recommend mechanisms for systematically incorporating into the planning process pertinent internal and external data; propose programs, structures and support systems which are derivatives of the planning processes; recommend appropriate reference points for the evaluation of academic planning; and advise and recommend on other matters as requested.

### b. Membership

Associate Vice President, Academic Affairs and University  
Dean (Chairperson)

Two faculty at large, chosen by the University President

Four administrators chosen by the Academic Vice President

Three faculty nominated by the Chair, Academic Senate

One student representative nominated by ASI President  
(annual appointment)

The term of office shall be three years. To ensure continuity of service, initial appointments will be for either one-, two-, or three-year periods. Subsequent appointments shall be for three-year periods.

### c. Meetings

To be established by the committee.

## Animal Welfare Committee

### A. Functions

The Animal Welfare Committee (AWC) will:

1. Make written recommendations to the Associate Vice President for Graduate Studies, Research and Faculty Development regarding policy for Cal Poly's animal facilities and/or personnel training program, and reviews concerns involving the care and use of animals.
2. Review at least semiannually the institution's program for humane care and use of animals and inspect at least semiannually all of the institution's animal facilities, including satellite facilities.
3. Review and approve applications or proposals to the Public Health Service (PHS) related to the care and use of animals, or to proposed significant changes in the use of animals in ongoing activities, and suspend approval for the conduct of research involving animals that violates the campus principles for humane care.
4. Prepare reports of the Animal Welfare Committee evaluations and submit them to the Public Health Service via the Associate Vice President.

### b. Membership

The Animal Welfare Committee is appointed by the President, and reports directly to the Associate Vice President as the President's designee. The Animal Welfare Committee membership consists at a minimum of the following:

1. Chairperson, nominated by the Associate Vice President for Graduate Studies, Research and Faculty Development.
2. One Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program responsibility for activities involving animals at the institution, nominated by the Dean of the School of Agriculture.
3. Two practicing scientists experienced in research involving animals, one member to be nominated by the Dean of the School of Science and Mathematics and one to be nominated by the Dean of the School of Agriculture.
4. One member whose primary concerns are in a non-scientific area (for example, ethicist, lawyer, member of the clergy). This member is nominated by the Chair of the Academic Senate.
5. One individual who is not affiliated with Cal Poly in any way other than as a member of the Animal Welfare Committee, and is not a member of the immediate family of a person who is affiliated with the institution. This member is nominated by the Associate Vice President for Graduate Studies, Research and Faculty Development.
6. Campus Environmental Health and Safety officer (ex officio, non-voting)

An individual who meets the requirements of more than one of the above six categories may fulfill more than one requirement. However, the Animal Welfare Committee may not consist of fewer than five members.

The terms of service are three years, to be staggered so that no more than one half of the Animal Welfare Committee membership is new at any one academic year. Any member of the Animal Welfare Committee may be eligible for reappointment to multiple terms of office, consecutive or otherwise.



### 3. Athletic Advisory Commission

#### a. Functions

The Athletic Advisory Commission serves as an advisory body to the Vice President for Academic Affairs and the President. The commission shall be responsible for insuring that the goals of the athletic programs are consistent with the educational objectives of the University and that the educational pursuits of student athletes maintain priority over their involvement in intercollegiate sports. The commission shall inform the President of the state of the athletic programs and shall submit recommendations regarding any needed revisions in both policy and practice as they pertain to the programs.

Specifically, responsibilities of the commission shall include: 1) conducting a yearly review of both short and long-range plans of the intercollegiate athletic program including acquisition and allocation of resources; 2) reviewing the relationship between the Physical Education and Recreation Administration Department and Intercollegiate Athletics Department; 3) reviewing and making recommendations as appropriate to insure that the intercollegiate athletics program provides equity of opportunity for

women and men; 4) reviewing the academic status and progress of intercollegiate athletes toward a degree and recommending any special programs designed to aid athletes in their educational pursuits; and 5) reviewing the athletic recruitment program.

#### b. Membership

The commission appointments are made annually by the University President from nominations as indicated below. The commission elects its own chairperson. Appointments may not include staff members of the intercollegiate athletics program or students participating on an intercollegiate team. Commission membership is as follows:

One representative from Academic Affairs area, selected from nominations by the Vice President for Academic Affairs

One representative from Administration, appointed by the President

One representative from the Student Affairs Division, selected from nominations by the Dean of Students Affairs

Six representatives from the Associated Students, Inc., selected from nominations by the ASI President

Three representatives selected from nominations by the Chairperson of the Academic Senate (at least two of which shall be teaching faculty)

The Head of the Physical Education and Recreation Administration Department

Faculty Athletic Representative(s)



The following are designated as ex officio nonvoting members:

- (1) The Director and Associate Directors of the Intercollegiate Athletics Program.
- (2) The Title IX Coordinator.
- (3) Women's Primary Athletic Administrator.

The term of office will be two years. To ensure continuity of service, initial appointments will be for either two-or three-year periods. Subsequent appointments will be for a two-year period. No appointee will serve for more than six consecutive years.

c. Meetings

Meetings shall be held quarterly during the academic year or more frequently as scheduled by the commission chairperson. It is expected that the commission will meet at least once a year with the University President.

#### 4. Campus Planning Committee

##### a. Functions

Each state university and college was required by resolution of the Trustees on May 12, 1961, to establish a committee whose basic membership and functions were prescribed by the Trustee action. The committee's primary function is to assist the President in the coordination, development, and control of a long-range plan for the physical development of the campus, within a framework of policy established by the Trustees of The California State University. The committee serves in an advisory capacity in relation to the following:

- (1) Development and maintenance of a long-range plan for the physical development of the campus.
- (2) Selection of sites for each new building and other physical facilities on any university-owned property.
- (3) Review the work of the architects during the schematic drawings phase.
- (4) Review of recommendations on the five-year and other long-range building programs.

- (5) Review of all proposed projects to be constructed on the campus that will have an architectural and/or environmental impact. These projects will include, but are not necessarily limited to, structures, roads, walks, signs, etc.
- (6) Study and review such other areas as may be delegated to it by the University President.
- (7) Work with city and county planning commissions on matters related to campus development, zoning in areas surrounding the university, streets and highways leading to and from the campus, and other matters.

b. Membership

President (Chairperson)  
Vice President for Academic Affairs (Vice Chair)  
Vice President, University Relations  
Dean of Student Affairs  
One representative from School of Agriculture nominated by Dean  
One representative from the School of Architecture and Environmental Design nominated by the Dean  
Vice President for Business Affairs  
Consulting Architect  
Executive Dean, Facilities Administration (Secretary)  
Facility Planner, Chancellor's Office  
Representative, Academic Senate (nominated by the Chairperson of the Academic Senate)  
Representative of the staff (appointed by the President)  
Chairperson, Student Planning Commission  
Director of Community Development, City of San Luis Obispo  
Chairperson, Landscape Advisory Committee

Campus membership is appointed by the University President.

c. Meetings

Campus Planning Committee meetings are scheduled quarterly or more often if necessary.

## 26. Child Care Advisory Committee

### a. Functions

The Child Care Advisory Committee serves as an advisory body to the President. The Committee shall be responsible for:

1. Developing policy for approval by the President regarding child care on campus.
2. Implementing Trustee policy regarding child care on campus.
3. Keeping the President apprised of child care needs of students, staff, and faculty.

### b. Membership

The Committee appointments are made annually by the President from nominations indicated below. The Committee elects its own chairperson. Committee membership is as follows:

One representative from Business Affairs to be selected from nominations by the Vice President for Business Affairs.

One representative from the Student Affairs Division selected from nominations by the Dean of Student Affairs.

One representative from Academic Affairs, selected from nominations by the Vice President for Academic Affairs.

One representative selected from the faculty, nominated by the Chairperson of the Academic Senate.

One representative selected from nominations by the Children's Center Board of Directors.

One representative who is a student parent, selected by the Parents' Advisory Committee of the ASI Children's Center.

Two student representatives selected from nominations by the ASI President; at least one must be a current member of the ASI Finance Committee and one student, at large.

The ASI Business Manager or a representative from that office.

The following are designated as ex officio nonvoting members:

1. The Children's Center Director
2. A representative from the Psychology and Human Development Department.

Terms of office shall be for two years, except for the ASI student appointments. To ensure continuity of service, half of the initial appointments shall be for two-year appointments, and half shall be for three years; subsequent appointments will be for a two year period. The student Finance Committee representative, whenever possible, should have a two-year term. The ASI student appointment designated as "at large" will be for a one-year term.

### c. Meetings

Meetings shall be held quarterly during the academic year or more frequently as scheduled by the committee chairperson.

Added March 1988

10. El Corral Bookstore Advisory Committee

a. Functions

To assist in evaluating the effectiveness of bookstore operations and make recommendations on policy and major procedures for bookstore operations.

b. Membership

El Corral Bookstore Manager (Chairperson)

Vice President of Business Affairs

Two faculty representatives nominated by the Chairperson of the Academic Senate; to provide continuity, one faculty member will be nominated each year for a two-year term

One staff member appointed by the President for a two-year term

Four student members nominated by the President of the ASI; to provide continuity, each year two student members will be nominated for two-year terms

The committee is appointed by the University President and reports to the Foundation Board of Directors through the Foundation Executive Director.

Term of office shall be two years. It is recommended that no appointee serve more than two years.

c. Meetings

Monthly or more frequently as scheduled by the committee chairperson.



## 11. Energy Conservation Committee

### a. Functions

The primary function of this committee is to solicit, evaluate, and recommend implementation of energy conservation practices for the entire university.

### b. Membership

The membership of this committee is appointed by the University President and reports to the Executive Dean. The Director of Plant Operations is to be the Chair.

Director of Plant Operations (Chair)

Two representatives nominated by the Chair of the Academic Senate

One representative of Academic Affairs nominated by the Vice President for Academic Affairs

One representative nominated by the Dean of Student Affairs

One representative of the housing staff nominated by the Dean of Students Affairs

One representative of the University Union nominated by the Dean of Student Affairs

One representative nominated by the Vice President, Business Affairs

One representative nominated by the Executive Director, Foundation

Three representatives nominated by the ASI President

As other special purpose university energy conservation groups are formed and approved, they may make nominations for consideration by the University to serve on the Energy Conservation Committee.

With the exception of ASI representatives and the Chair, appointments will be for two-year terms with initial appointments by lot for one or two-year terms to provide staggered terms and continuity of representation.

### c. Meetings

On call as the need arises

15. Foundation Food Service Advisory Committee

a. Functions

To assist in evaluating the effectiveness of campus food service operations and to make recommendations on policy and major procedures for food service operations.

b. Membership

Foundation Food Service Director (Chairperson)

One representative nominated by the Director, Health Services

One representative nominated by the Vice President, Business Affairs

One faculty representative nominated by the Chairperson of the Academic Senate

One staff member appointed by the President

Two student members nominated by the ASI President; to provide continuity, each year one student member will be appointed for a two-year term

Two campus resident students, nominated by the chairperson of the Interhall Council (annual appointment)

The committee is appointed by the University President and reports to the Foundation Board of Directors through the Foundation Executive Director.

The term of office shall be two years, unless specified otherwise.

c. Meetings

Quarterly or more frequently as scheduled by the chairperson.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802

Executive Order No.: 290  
Title: Instructionally Related Activities Fee  
Effective Date: March 28, 1978  
Supersedes: No Previous Executive Order

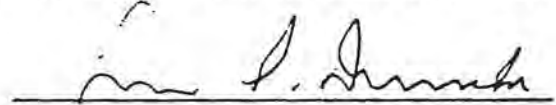
This Executive Order is issued pursuant to action of the Board of Trustees in RFIN 1-78-1 part of which is codified in Title 5, *California Administrative Code*, Section 41800.2. The following procedures shall govern implementation of the Instructionally Related Activities fee in accordance with guidelines adopted by the Board of Trustees:

1. Upon a timely request therefor by the campus President, the Chancellor shall establish an Instructionally Related Activities (IRA) fee for the campus effective with the fall term 1978.
2. When so established, the fee shall be assessed of all regularly enrolled students. The fee shall be waived in cases where the Student Services fee is waived.
3. All funds collected by the campus shall be allocated to that campus and used solely for the support of instructionally related activities as defined in Education Code Section 89230 and by systemwide policy.
4. Income from the IRA fee as distinguished from other revenues shall not be expended on matters which are tuitional. Thus such income shall not be used to support faculty positions.
5. The level of the fee shall be established for each campus by the Chancellor upon recommendation of the campus President. Initially, the fee shall not exceed \$10 per academic year and shall not be increased beyond the \$10 level before the fall term 1981.
6. An advisory committee on instructionally related activities shall be formed on each campus to advise the campus President regarding both the level of the fee and allocation of fee revenue. The President shall establish the advisory committee with the number of students equaling the number of faculty and administrators combined. Faculty and administrators shall be appointed by the campus President after appropriate consultation. Student members shall be appointed by the President of the Associated Students according to established campus procedures. The President of the Associated Students or designee, as one of the student representatives, shall serve as Chair. On those campuses lacking an Associated Students' organization, procedures shall be developed by the campus President to provide for elected student representatives to serve on the advisory committee.
7. Should the campus wish to increase the fee beyond \$10 per academic year in or after fall 1981 a student referendum, called by the advisory committee, shall be held. The referendum shall be advisory to the committee and the campus President. Referenda to augment or reduce the fee shall be held no more than once in three years.
8. The Associated Students will no longer be expected to provide support for instructionally related activities on a regular basis. Any contracts between the Associated Students and the

campus concerning such funding should be reconsidered in light of the Instructionally Related Activities fee. It is understood, however, that the Associated Students may, at their discretion, support individual instructionally related projects.

9. When an IRA fee is implemented for a campus, the cost of insurance for extramural athletic activities formerly borne by the Associated Students of that campus (Education Code, Section 32220 et seq.; RFIN 61-3, October 6, 1961) shall be paid from the fee revenue.
10. Should any major change in instructionally related activities programming occur, the Chancellor, upon recommendation of the campus President, may reduce the fee to an appropriate support level.
11. Procedures for the collection and allocation of the IRA fee shall be developed by the Chancellor and issued by coded memoranda.

The provisions of this Executive Order and implementing procedures are to be reviewed by the Chancellor not later than fall 1981, and a report thereon is to be provided to the Board of Trustees.



Glenn S. Dumke, Chancellor

Date: March 28, 1978

20. Public Safety Advisory Committee

a. Functions

To make recommendations regarding safety policies and procedures which should be adopted to eliminate adverse health and accident producing conditions; to consider campus facilities and aspects of those facilities relating to safety hazards and recommend corrective actions prior to inspection visits by the responsible safety enforcement agencies; to review and recommend action on reports and requests made by the inspectors of safety enforcement agencies; to initiate and maintain a traffic management plan responsive to the needs of the campus and residential community contiguous to the campus and provide the campus with an annual appraisal of this plan; to evaluate and use statistics related to traffic movement and parking on campus toward making recommendations on policies for traffic safety; to promote a general awareness of campus vehicular and pedestrian traffic problems and traffic management plan changes; to promote compliance with all applicable state and local legislation pertaining to traffic safety; to evaluate available state and federal grant programs for promoting safety in all of its aspects both environmental and traffic; to review complaints and recommendations pertaining to traffic, parking, and other related safety issues; to recommend the establishment of programs to develop safety consciousness in the members of the campus community; to review other general campus law enforcement issues as appropriate.

It is anticipated that this committee will have two permanent subcommittees, one of which will deal primarily with environmental health and safety functions and the other which will deal primarily with parking and traffic safety matters.

The committee reports and makes recommendations to the President's Office.



b. Membership

Vice President, Business Affairs (Chair)  
Executive Dean, Facilities Administration  
Civil Engineering Department faculty member with  
traffic engineering expertise - nominated by the Dean of  
the School of Engineering  
Director of Public Safety  
Assistant Director, Police and Parking  
Assistant Director, Fire Section, Public Safety Department  
Director, Plant Operations  
Assistant Director, Environmental Health and Safety  
Section, Public Safety Department  
Assistant Director, Radiation Safety  
Academic Senate - two representatives nominated by Academic  
Senate Chair  
Staff - two representatives appointed by the President  
Associated Students - two representatives nominated by the  
ASI President  
Student Affairs Representative - nominated by Dean of  
Students  
CSEA (Unit 2) representative - nominated by CSEA President  
CSEA (Unit 5) representative - nominated by CSEA President  
CSEA (Unit 7) representative - nominated by CSEA President  
CSEA (Unit 9) representative - nominated by CSEA President  
Foundation Representative - nominated by Foundation  
Executive Director  
Academic Affairs Representative - nominated by the Vice  
President for Academic Affairs  
Faculty member - nominated by California Faculty  
Association President

Terms of committee members, other than members by virtue of  
position held, are for two years.

c. Meetings

At least once a quarter, on call by the Chairperson.

## 25. University Union Advisory Board

### a. Functions

The function of the University Union Advisory Board is to review and recommend policy, and give general direction to union management. The detailed responsibilities and background on the UUAB are contained in Administrative Bulletin ~~87-2~~, University Union Advisory Board Operational Guidelines.

88.1,

*changed 4/1/88*

### b. Membership

The UUAB is a 19-member board comprised of 15 voting members, nine of whom are students, with six non-student voting members. There are four nonvoting members representing the Foundation/University Union management.

UEC Chair or Designee  
ASI President or Designee  
One representative from each School Council (7)  
University Business Affairs  
Staff representative  
Student Affairs representative  
Two Academic Senate representatives  
Alumni representative

The following are designated as nonvoting members:  
ASI/UU Director  
President's representative  
Foundation representative  
UEC representative

### c. Meetings

Regular meetings to be scheduled by the UUAB chair.

**RECEIVED**

**JUN 7 1989**

UNION EXECUTIVE COMMITTEE  
OPERATIONAL CODE #40

Academic Senate

Article I. Preamble

The Associated Students, Inc. as leaseholder for the University Union, hereby establishes the Union Executive Committee (UEC).

It is the intent of the UEC to:

1. Provide for well-informed and timely student input and access to Union management decisions.
2. Clarify the Union's management structure.
3. Provide direct supervision of the Union Director, and checks and balances of adherence to Union policy by management.

Article II. Legal Structure

- A. There shall be a single organization established whose mission is to oversee the operation and management of the University Union. This committee shall be known as the Union Executive Committee (UEC).
- B. The authority of the University President as established according to Title V shall be upheld at all times.
- C. The UEC, being a representative of the Associated Students, Inc. shall constitute a committee of the Board of Directors.
- D. Legal requirements of the state shall be met.
- E. Operational and management policies established by the University Union Advisory Board (UUAB) shall be upheld at all times.
- F. Financial responsibilities shall be in accordance with state law and trustee policy.

Article III. Membership

- A. The authority of the UEC is vested in a committee of twenty-seven members, sixteen of whom shall be voting members with a term of two years. At the end of their first year, the Human Resources Committee shall evaluate the performance of each member. Following completion of two-year terms, voting members, excluding reps, may be reappointed for a term of one year by the Selection Committee, contingent upon approval by the UEC and the Board of Directors.

Page 4  
UEC Operational Code

10. A minimum of a 2.3 Cal Poly cumulative GPA is required of all members at time of selection. All members shall maintain a 2.0 GPA as verified by the Chair.
11. Active participation on subcommittees is required and lack of attendance/participation will be considered grounds for dismissal subject to UEC discretion.

Article IV. Non-Voting Members

- A. It is the intent and rationale of the non-voting members to advise and provide University, staff and faculty input in the management of the Union.
- B. The faculty member shall be nominated by the Academic Senate. The staff member shall be nominated by the Dean of Students, soliciting recommendations from program managers. This member shall not be a representative of Student or Business Affairs. The faculty and staff members shall be approved by the President of the University or a designee.

Article V. Responsibilities of the Union Executive Committee

- A. Subject to the approval of the University President, the UEC shall possess the following powers:
  1. To oversee the operations and management of the University Union (including but not limited to):
    - a. Programs and services for the University Union and recreation facility.
    - b. Building Use - including alterations, expansion and major repair and maintenance, as recommended by the UUAB.
    - c. Budget - including reserves.
    - d. Space allocation and utilization.
    - e. Funding for staffing requirements.
  2. The UEC shall have the responsibility to:
    - a. Review and recommend to the University President via the Board of Directors, subleases within the Union.

## UEC Operational Code

- b. Review and recommend proposed space assignments as vacancies occur under Union jurisdiction.
  - c. Request reports regarding policy affecting the University Union from the University President via the UUAB.
3. Through their Chair, and within the policies established by the University via the UUAB, the UEC shall direct and supervise the Union Director, in the management and operation of the University Union. This direction and supervision shall include (but is not limited to):
  - a. Written reports reviewing the process of policy implementation and management which shall be submitted on a quarterly basis to the Board of Directors and the University President.
  - b. Written recommendations to the Union Director (to be prepared as needed) regarding policy implementation and management.
  - c. Annual job evaluation of Union Director to the ASI Personnel Committee.
4. Personnel actions shall be referred to the ASI Personnel Committee including any personnel action recommendations regarding the Union Director.

Article VI. Executive Officers, Qualifications, & Responsibilities

All officers shall be student members and must carry a minimum of seven (7) units, maintaining a 2.0 GPA throughout their term of office.

Nominations for Chair, Vice Chair, RSPE Operations Chair, Union Operations Chair and Controller shall be announced and accepted by the Chair during the third week of April. Nominations from the floor shall be accepted and elections will be held the first week of May. The officers shall be elected by a majority of the voting members of the UEC.

Officers shall be elected for a one-year term and shall take office at the end of the last meeting of Spring quarter. Only those students who have served as a voting member for at least six (6) months can be considered for the position of Chair.



7-18-89  
Adopted: \_\_\_\_\_

**ACADEMIC SENATE**  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California

**Background statement:**

Indirect costs have been traditionally used at Cal Poly to cover administrative costs of sponsored programs in the Foundation and university Business Office and sponsored programs development in the Grants Development Office. Indirect costs remaining after these costs have been met have been distributed according to a formula that sends 50 percent to the Academic Research Committee for CARE grants, 40 percent to the department responsible for the award to assist in the continued development of that grant and similar ones, and 10 percent to the principal investigator for her/his professional development. This formula was most recently reviewed by the Academic Senate and revised in 1987.

Grants are normally conducted in campus facilities which are currently supported by the instructional program. A faculty member may use her/his own office, or a portion of a laboratory when it is not used for a classroom activity. As such, the research activity may encounter only minimal problems in getting set up.

When the School of Engineering vacated building 04, the facility was then identified for Applied Research and Development Facility and Activities (ARDFA). When the Engineering departments relocated to building 13, they removed from building 04 many useful appurtenances and relocated their programs to the new building. In doing so, they left what is essentially a warehouse. Building 04 has now been made available to the School of Engineering as an applied research and development facility. A previous three-year attempt to develop this building as a university-wide research facility failed.

CAM 543 places limitations and restrictions on the use of project funds: "Because indirect costs are real expenses, funds recovered through indirect costs reimbursement are not available to provide additional support for the direct expenses of a project," (CAM 543.1). Since the ARDFA facility has no ongoing instructional program to use as a base for the development and maintenance of its research facilities, it is proposed that the indirect costs recovered from Foundation ARDFA Sponsored Projects be used in assisting ARDFA development.

In order for the School of Engineering to properly use the building for the purposes intended, funds are required to renovate and install equipment which can be used for research grants and contracts.

AS-\_\_\_\_-89/\_\_\_\_

**RESOLUTION ON**  
**CAM 543 REGARDING INDIRECT COST SHARING (ARDFA FACILITIES)**

WHEREAS, Indirect cost recovery is intended to assist the university in the development and maintenance of research facilities; and

WHEREAS, The current overhead sharing plan does not allow for advances to a grant or a contract to assist in the development of facilities; and

**RESOLUTION ON CAM 543 REGARDING INDIRECT  
COST SHARING (ARDFA FACILITIES)**

Page Two

WHEREAS, The current guidelines for CARE grants recognizes the development of research facilities as an important method for encouraging research on campus; therefore, be it

RESOLVED: That the Academic Senate endorse the concept that up to 40 percent of the indirect costs recovered on Foundation Sponsored Projects using the applied research and development facility exclusively, may be utilized for the development, operation, and maintenance of the facility. This concept will be an administrative exception to the Campus Administrative Manual Section 543 for a three-year trial period with annual review by the Research Committee. The concept should ensure that the committee receives from the projects utilizing the ARDFA facility a percentage for CARE grants not less than the percentage of total campus indirect costs allocated for CARE grants in AY 1988-1989.

Proposed By:  
Research Committee  
July 18, 1989

## 543 Indirect Costs--Definition

Indirect costs are defined by the Department of Health and Human Services (DHHS) as those costs incurred in the development, administration, and running of sponsored programs that go over and above the direct costs of any specific project. These costs include expenses for space and facilities, office and laboratory equipment, maintenance, utilities, library use, accounting functions, departmental and school administration, university administration, and program development, as they are incurred on government and privately sponsored research, development, instructional, training, service, and demonstration projects.

The indirect cost rate is negotiated periodically with the DHHS and changes to reflect shifts in costs. Project developers should consult the Grants Development Office to determine current rates before discussing indirect costs with prospective sponsors.

## Policy on Indirect Cost Recovery

The university will seek full indirect costs reimbursement for each sponsored activity, whether administered through the university or through the Foundation. Because indirect costs are real expenses, funds recovered through indirect costs reimbursement are not available to provide additional support for the direct expenses of a project.

## 543.2 Utilization of Indirect Funds

As indirect cost reimbursements for projects administered fiscally either by the university or by the Foundation are accumulated, they may be utilized by the respective business offices to pay for the financial administration of the projects according to the approved rate. All other funds shall be placed in appropriate Foundation or university trust accounts designated "Unallocated Overhead," which is to be used for covering associated costs as well as for sharing throughout the university.

## 543.3 Report on Expenditure of Indirect Costs and Proposed Utilization

At the beginning of each fiscal year (or more frequently if required) the Associate Vice President Graduate Studies, Research, and Faculty Development in cooperation with the Vice President for Business Affairs and the Foundation Executive Director will develop a summary statement that will include the following:

- A. Indirect cost income during previous fiscal year, including any balance of unused indirect costs reimbursements remaining in the trust accounts.
- B. Charges during the previous fiscal year for:
  1. University fiscal administration
  2. Foundation fiscal administration and reserves
- C. The Associate Vice President for Graduate Studies, Research, and Faculty Development will use the above statement as the basis for developing a proposal for the use of unallocated overheads during the current year. The proposal will be developed in consultation with the Academic Senate Research Committee. Its objective shall be to fund adequately each of the following in priority:
  1. Supplementary budget support for the Grants Development Office;
  2. Reserve for program development/contingency; and

Revised June 1988



3. Uncommitted funds for use by the university, including funds remaining after the termination of fixed-price contracts.

The above summary statement and proposal will be reviewed and endorsed by the Vice President for Academic Affairs and sent to the President for approval.

543.4 Policy for Maintenance and Utilization of Reserve for Program Development/Contingency

The goal of the reserve for program development/contingency is a level sufficient to assure adequate resources for the continuing support of the grants development activity. Its use will be restricted generally to costs associated with major proposal development or grant negotiation and to reserves necessary to ensure continuity in funding for the Grants Development Office. Recommendations for expenditures are made by the Director of Grants Development and approved by the Associate Vice President for Graduate Studies, Research, and Faculty Development. \*

543.5 Policy for Allocating Uncommitted Indirect Cost Reimbursements

Uncommitted overhead funds approved for allocation will be distributed in the following manner and for the following purposes.

Fifty percent of uncommitted indirect cost reimbursements will be available to the Academic Senate Research Committee, which will solicit proposals from the faculty for research, development, and other scholarly and creative activities and recommend grants subject to the approval of the Vice President for Academic Affairs. The program under which the Academic Senate Research Committee recommends proposals to the Vice President for Academic Affairs is called CARE, for Creative Activity/Research Effort. \*

Forty percent of the uncommitted overhead will go to the administrative unit directly sponsoring the project (e.g., department, dean's office, institute, or center). These funds are not discretionary, but are restricted funds, intended to be used to reinforce and foster such activities as those that led to the grant that earned them, including additional support to the individual project investigators. Ten percent will go to the individual project director for professional development activities.

544 Patent Policy and Procedures

The university, by its very nature has an obligation to serve the public interest. In order to do this effectively, it is necessary that the university have a patent program which will make inventions arising in the course of university research available to the public interest under conditions that will promote effective development and utilization.

The university also recognizes its need to assist faculty and staff members of the university in all matters related to patents based on discoveries and inventions developed in situations such as those in which the university has no vested interest, i.e., those which are developed by a faculty or staff member on personal time and without the use of university facilities.